

# GRADUATE HANDBOOK

FOR THE

## DEPARTMENT OF GEOGRAPHY



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# I. INTRODUCTION AND PROGRAM OVERVIEW

Welcome to the Graduate Program in Geography at Michigan State University! This document is an important source of information that will answer many of your questions about our graduate programs. This handbook is intended to serve Geography graduate students and faculty as a guide to the basic policies and procedures of the graduate programs so that they will have a working knowledge of their opportunities, obligations and responsibilities.

The graduate program in the Department of Geography at MSU offers M.A. and Ph.D. degrees in Geography, and a M.S. degree in Geographic Information Science (GISci). The M.A. degree is a Plan A or thesis degree and many students earn the M.A. degree while continuing their studies toward the doctorate. The Ph.D. degree is a research-intensive doctorate aimed primarily at students seeking careers in academia. The M.S. in GISci degree is a Plan B or non-thesis degree and is a terminal degree. The majority of M.S. students are professionals who are interested in furthering their knowledge of GISci.

Within the field of Geography, graduate students are able to devise a program of study that fits their particular areas of interest; we encourage students to take coursework outside of GEO. However, our academic strengths, and hence most of our students, are in the following academic areas:

- \* physical geography, especially climatology, geomorphology, biogeography and soils;
- \* economic/urban geography and regional science;
- \* geospatial technologies (GISci, remote sensing and cartography); and
- \* nature-society studies,

Because Geography is such a broad and interdisciplinary field, the Department maintains close ties with many other units at MSU, including area and thematic studies centers such as the Environmental Science and Policy Program (ESPP), the Center for Latin American and Caribbean Studies (CLACS), the African Studies Center (ASC), the Center for Women in International Development (WID), and the Center for Advanced Studies in International Development (CASID). Some of our faculty have joint appointments with academic units such as Community, Agriculture, Recreation, and Resource Studies (CARRS), Forestry, Fisheries and Wildlife, Anthropology, and the Center for Global Change and Earth Observation (CGCEO).

## Goals and objectives of the graduate program

The graduate programs in Geography at Michigan State University are designed to develop the student's ability to conduct original research and/or to provide practical experience in a technical field and to provide a thorough, in-depth learning experience. As such, the programs foster:

- understanding of scientific inquiry;
- knowledge of the discipline of Geography, its history, issues, methods and trends;
- depth of knowledge in an area of specialization, including an understanding of important research questions;
- proficiency in appropriate analytical and technical skills;
- skills in communicating the results of research and experience.

Our programs are individualized to allow the student, working with their Guidance Committee to shape a program of study that is broad in scope yet consistent with specific student interests.

If you have any additional concerns or questions please contact us at the addresses on the front cover or visit our website <http://www.Geo.msu.edu/> where you can also view departmental vision, faculty, curriculum, and facilities.

## II: APPLICATION PROCEDURES

To apply to any of the graduate programs in Geography you will need to fill in the “major code” on your application form.

MA (with thesis) major code: 4345

MS-GIS major code: 4742

Ph.D. major code: 4347

*Note:* You must have a Master's Degree with a thesis to be admitted to the Ph.D. program

### Instructions for the MSU Geography Graduate Application:

- Admission to all our programs is on a rolling basis, however, for full consideration for departmental funding, please have all material to us by **December 31**
- Funding is considered for Spring and Summer semesters, although much less likely than for persons starting in Fall.

There are two parts to your graduate application – the university part and the department part.

Part I: Application to Michigan State University – university part:

**The official University application form:** A completed *Application for Admission to Graduate Study*. Online application and credit card fee payment is preferred and most efficient way to apply. Access the application form at: <http://grad.msu.edu/apply.htm> If you do not have a credit card, you may download the application form, fill it in and then mail it **to the Department of Geography** with a check made out to “Michigan State University” for \$50.00 US.

Part II: Application to the Department of Geography – department part:

*Send these materials directly to the Department of Geography as part of your application packet.*

**Statement of Purpose:** A neatly typed and concisely written (maximum 1,000 words) statement of purpose. This statement needs to include a discussion of why you want to pursue a degree in geography or GIS, your background to do so, and your career goals. It is a **critical** part of the application packet, as it provides an indication of the applicant's academic focus and writing ability.

**Graduate Record Examination (GRE):** Graduate Record Examination (GRE) scores. Only under highly unusual circumstances may a waiver of the GRE score requirements be granted. Requests for a waiver should be made in writing to the Graduate Coordinator, Department of Geography. (For the GRE we are institution 1465 and department 2203.)

**Transcripts:** Two copies of an official transcript of all academic work.

**Background Information Form:** A completed “*Background Information Form*”

**Letters of Recommendation:** A minimum of three (3) letters of recommendation, each of which **must** include the Department of Geography's “*Personal Reference Form*”.

**Master's Degree Information Form:** *For Ph.D. Applicants Only.* A “*Master's Degree Information Form*” completed by the student's Master's Department Chair or chair of your advising committee.

**TOEFL Scores:** *For International Students only:* A current TOEFL score (Test of English as a Foreign Language) for all international students whose native language is not English. To be acceptable, the TOEFL test must have been taken within the last 2 years. Submission of the TOEFL

scores is a University requirement. The Geography Department generally does not admit students whose TOEFL scores are less than 600 and funding is unlikely for persons with scores below 630. If you have a degree from an English-speaking country and your work was primarily in English OR if you have a U.S. undergraduate degree, you can request a TOEFL waiver. (For the TOEFL we are institution 1465 and department 70.)

The applicant is also encouraged to submit other information that may be pertinent to the admission decision, such as a C.V., publications or other written products, in their application packet.

### **ADMISSION GUIDELINES**

The Department's decision to admit or not admit an applicant into one of its programs is based upon an evaluation of the complete application packet, which includes: all transcripts and grades, GRE scores, TOEFL (when relevant), letters of recommendation, the Background Information Form, the Statement of Purpose, and other pertinent information such as awards, professional experience and related achievements.

Successful entrants into our master's programs normally have:

- an undergraduate degree in Geography or related field;
- a cumulative undergraduate grade point average (GPA) above **3.4** on a 4.0 scale;
- a total of **1000+** for the combined verbal and quantitative scores of the GRE, and a ranking on the analytical writing part of the GRE that is in the **50<sup>th</sup>** or higher percentile; and a TOEFL score of at least **600 (650 for funding)**

Successful entrants into our Ph.D. program normally have:

- a thesis MA or MS in Geography or a related discipline
- a grade point average (GPA) above **3.6** on a 4.0 scale in a recognized Master's program;
- a total of **1100+** for the combined verbal and quantitative scores of the GRE; and a ranking on the analytical writing part of the GRE that is in the **75<sup>th</sup>** or higher percentile;
- a TOEFL score of at least **600 (630 for funding)**

Application packets are reviewed on a rolling basis by a selection of Michigan State University Department of Geography faculty in the applicant's area of study as well as by the Graduate Program Coordinator and Department Chair. Review for funding is a **SEPARATE** process, and includes an evaluation by the Department Awards Committee during February. Please note that normally only applications that are complete by **December 31** will be given full consideration for funding in the fall of the academic year. Aid is sometimes available, however, for students who choose a January admission.

### III PROGRAM REQUIREMENTS

#### GENERAL REQUIREMENTS FOR ALL DEGREE PROGRAMS

For all degree programs it is strongly suggested that students map out their coursework and requirements early as many crucial courses are taught only one semester per year; others may have prerequisites.

#### **Guidance Committees:**

Initiation and successful completion of independent research, technical competency, and/or creative activity requires early and continued advice and oversight and mentoring by a faculty Advisor on behalf of the academic unit. The Department of Geography is committed to the policy that graduate students have a right to the best advice regarding program planning, research, selection of courses and faculty, and general degree requirements, with the understanding that students are responsible for consulting their Advisors before making program decisions.

The specific **responsibilities** of the thesis/dissertation Advisor include:

- \* advising students on preparing for and selection of a thesis or dissertation topic with realistic prospects for success within an appropriate time frame;
- \* providing training and oversight regarding the conduct of research, theoretical and technical aspects of the student's research, and professional integrity;
- \* providing regular feedback on student progress, including providing constructive criticism if the student's progress does not meet expectations; and
- \* helping students develop into successful professionals and colleagues.

Students should seek out not only their major Advisor for advice, guidance and mentoring, but should regularly consult with their guidance committee and others from the faculty for help, as needed. Geography faculty are willing to provide as much mentoring as graduate students need; students are viewed as young professionals and junior colleagues. Working together with faculty in a mentoring situation can be highly beneficial and is encouraged.

Guidance committees are expected to share responsibility for reviewing the graduate student's progress and guiding the student toward completion of course and program requirements. Therefore, the Geography Department has developed policies to ensure that the Guidance Committee of each graduate student will be formed in a timely fashion and that its composition will ensure proper guidance of the graduate student and maintenance of high professional standards in the graduate student's studies and research or creative activity.

#### **Geocamp:**

*Geocamp* is a required residential fieldcamp for all incoming graduate students held for about 4 days in rural Michigan prior to the commencement of the fall semester. It serves as part of the departmental orientation, a way for graduates to get to know each other, and to help them begin to think as geographers.

#### **Meet the Faculty Course:**

*Meet the Faculty* is a no-credit course that is required for all new (to our department) graduate students. The class meets once per week (typically on Fridays) for 50 minutes for most of the fall semester and is designed to orient the students to our entire faculty. We have a very large faculty and it is important for new students to be aware of the members of the faculty and what they teach and conduct research on. Students will be asked to attend the weekly meetings, read the assigned publications by faculty, and to participate in the discussions. Evaluation is based on attendance and participation.

#### **Deficiencies:**

Many incoming graduate students are required to take one or more deficiencies which are often 100, 200 or 300 level course and therefore do not count towards their degree credits. The student may, with the permission of the instructor, take the course at the 400 level (as Geo 490). Student may only do this with **one** course (3 or 4) credits. Whether or which deficiencies are 'bumped up' is at the discretion

of the student and their Advisor. It is recommended to be a course in the student's area of focus. This is not a requirement, merely a way to do upper level work in a course which is a deficiency and thus making it count towards their degree. What extra work is required of the student is up to the instructor teaching the course.

**Course Waivers:**

Student requesting course waivers must compile suitable documentation concerning the course proposed as a substitute for the course to be waived. Suitable documentation should include but is not limited to: course syllabi, examinations, term papers, bibliographies, textbooks, reading lists, and lecture notes. A lack of suitable documentation may be grounds for refusal to grant the waiver.

Students then shall obtain written permission from their committee members that indicate the disposition of these persons on the waiver request. In addition, students must obtain written permission from the instructor of the course to be waived, which should state the disposition of the instructor on the request for a waiver.

After completing the preceding steps, students shall submit all materials to the Department Chairperson for action. The Chairperson may consult with the Graduate Program Coordinator before granting or refusing the course waiver request.

**Tool Courses:**

Acceptable tool course are listed below:

Tool Area	Recommended Courses
Cartography	GEO 423, 426
GIS	GEO 325, 425, 428, 825
Remote Sensing	GEO 324, 424, 494, 824, 827
Foreign Language	Second year equivalency, e.g., FRN 202 or 400, GRM 202 or 400
Quantitative Methods	MTH 132, 133, 234, 235, 314, 414, STT 421, 422, 441, 442, 461, GEO 865, 866
Qualitative Methods	RD 812, ANP 429, ANP/GEO/FOR/SOC/FW 859
Programming	CSE 131, 230, 320

Generally, the non-language tool course must *advance the level of competency*, via coursework, while in the MSU Ph.D. program. Research techniques used to satisfy the tool requirement must be in the fields of cartography, GIS, remote sensing, computer science, statistics, mathematics, or social or physical science research methods. Coursework in combinations of these areas is permitted. Tool courses taken to satisfy deficiencies may *not* also be used to fulfill the tool course requirement.

Acceptance of **foreign language** as a tool requires the student to pass a competency examination. Approval of the language courses and the level of proficiency is determined by the student's Guidance Committee; the Committee may confer with a faculty member in the department offering the courses for guidance on the issue of language competency. Language competency refers to fluency adequate for the task for fieldwork or archival research in the chosen language.

**Thesis and Dissertation Copies:**

1. The **Graduate School** requires one copy of your thesis or dissertation. It must be submitted unbound, and you pay a fee for binding. The Graduate School also requires a second copy of the abstract and the title page, and the signed bookplate. You will also submit a microfilming and binding contract, and a copyright form.

2 The **Department** requires one hard-bound copy. Students should give the bound copy to the Graduate Secretary.

3. **Funding agencies** sometimes also require that the student submit a copy of the dissertation resulting from the funded research; the student should check with the agencies or organizations involved. Failure to adhere to the granting agencies requirements may result (minimally) in the granting agency's refusal to consider any more grant applications by that individual.

4. One copy of the dissertation must be submitted to your **Advisor**, if requested. The student should also check with other members of the Guidance Committee members to see whether they want a copy.

5. **Courtesy copies of the dissertation.** It is a professional courtesy for the student to provide a copy of the dissertation to any individual, agency, or organization that facilitated the dissertation research. While the student may feel that this extra effort represents an unneeded expense, attention to these professional courtesies is an important part of professional behavior.



## REQUIREMENTS FOR THE MASTERS OF ARTS (M.A.) DEGREE\*

The minimum number of credits required beyond the Bachelor's for a Master of Arts (M.A.) degree is **30**, with at least 20 credits in Geography. At least 16 credits must be taken at the 800 and 900 levels, permitting the student to take as many as 14 credits from a wide variety of offerings given at the undergraduate 400 level in Geography and cognate disciplines. Courses below the 400 level may not be counted toward the 30 credit requirement for the M.A. degree but may be used to fulfill tool course requirements (see below).

Master's students may count no more than four credits of coursework in "Independent Study" or "Research Problems" toward their degree, unless these credits were from classes taught as a regular course. Independent study courses include, but are not limited to GEO 490, 492, 495, 890, and 892.

### Specific Requirements for the M.A. degree

**1. Have completed a course in ('deficiencies')**

- (1) physical geography
- (2) human geography
- (3) regional geography
- (4) quantitative methods
- (5) a "tool" area (e.g., cartography, GIS, remote sensing, quantitative or qualitative methods).

If these courses were not taken prior to admission to the Master's Program, they must be taken while in the degree program at MSU.

**2. GEO 886 – Research Design in Geography (3 credits)**

This course should be taken at the earliest opportunity.

**3. One Geography seminar from this list (3 credits):**

- GEO 871 - Seminar in Physical Geography
- GEO 872 - Seminar in Human Geography
- GEO 873 - Seminar in Human/Environment Geography
- GEO 874 - Seminar in Geographic Information Science

**4. Complete one course (400- or 800) in two of seven tool areas.**

The courses must be approved by the Guidance Committee. Tool courses used to fulfill this requirement must be taken while enrolled as a graduate student at MSU. The tool areas and recommended courses for satisfying this requirement are listed under *Tool Courses* above.

Students whose native language is not English may, with the approval of their Guidance Committee, use English as a tool language.

Tool courses taken to satisfy deficiencies (#1 above), including quantitative methods (Geo 463), may not also be used to fulfill tool course requirement for the MA program.

**5. Present a research paper or poster at a professional meeting.**

This presentation can be oral or poster and must be approved by the Advisor. This requirement must be met prior to the awarding of the degree.

**6. Electives (10-14 credits)**

Elective courses may be taken in or outside the department.

**7. GEO 899 Thesis credits (4-6 credits)**

All M.A. students must complete a thesis. The student's Advisor and Guidance Committee will supervise the research and writing of the thesis. Thesis credits are included in the 16 credits required at the 800-900 level. An abstract of the thesis not exceeding 150 words must also be prepared as specified in the Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations.

Students should contact the University Committee on Research Involving Human Subjects (UCRIHS) before beginning any research that involves Human Subjects. If you are dealing with Human Subjects in any way you must gain approval from this committee before starting your research. UCRIHS clearance takes at minimum one month and should be started well in advance of data collection <http://humanresearch.msu.edu/>. Students working with hazardous substances should refer to University policies regarding safety <http://www.orcbs.msu.edu/>.

## **8. Pass the final examination**

After completion of departmental requirements above, the candidate will be given a final oral examination. The student must be registered for at least one credit during the semester in which the examination is taken. The examining committee shall consist, at a minimum, of the student's Advisor and Guidance Committee. If the Guidance Committee consists of fewer than three people, one other member of the faculty will be selected by the Department Chairperson to serve as an additional member of the examining committee ('rotator'). The candidate will provide each member of the examining committee with a curriculum vita and a cleanly typed and illustrated copy of the finished thesis **at least two weeks prior to the exam.** The Graduate Secretary must be notified **at least two weeks prior** to the final examination so that required paperwork can be completed.

The final examination will cover the student's declared primary area of study, related theory and methodology, and the thesis research. Successful completion of the examination and approval of the thesis will be determined by a majority vote of the examination committee. Passing the student only on portions of the examination is not permitted. A student who fails the examination may repeat it no sooner than three months from the time of failure and not more than once.

### **M.A. Guidance Committee:**

The MA's Guidance Committee consists of at least two persons: the Advisor, who chairs the committee, and the person(s) who will be second (or third) reader(s) of the thesis. The composition of the committee must be approved by the Chairperson of the Department and reported to the Graduate Program Coordinator and Department's Graduate Secretary. Any Ph.D. regular faculty (under the rules of tenure) appointed in the Geography Department can serve as a major Advisor for MA Geography students. At least half of the student's committee members must have Geography as their tenure home. Persons who are Specialists and Administrative Professionals may be included on the Committee but do not count toward the minimum of two (or more) members required. They are, in essence, 'extras.' The Guidance Committee must be formed no later than the end of the second semester following entry into the program.

\* *During the Academic Year 07-08 it is likely that a new M.S. degree in Geography (with thesis) will be approved by the University. This new MS will replace the current M.A. degree in Geography (with thesis). Please contact either the Graduate Secretary or the Graduate Program Coordinator for more information about the status of this change.*

## REQUIREMENTS FOR THE MASTERS OF SCIENCE in GISci DEGREE (M.S.GISci)

The Master of Science degree is a non-thesis ('Plan B') degree that emphasizes applications of analytical techniques in the field of Geography, particularly Geographic information sciences (GISci) and remote sensing, but may include cartography and spatial analysis.

The student must complete a total of **30** credits distributed as follows. At least 16 credits must be taken at the 800 and 900 levels, permitting the student to take as many as 14 credits from a wide variety of offerings given at the undergraduate 400 level in Geography and cognate disciplines. Courses below the 400 level may not be counted toward the 30 credit requirement for the M.S. degree.

Master's students may count no more than four credits of coursework in "Independent Study" or "Research Problems" toward their degree, unless these credits were from classes taught as a regular course. Independent study courses include, but are not limited to GEO 490, 492, 495, 890, and 892.

### Specific Requirements for the M.S.GISci degree

1. Complete the following courses (10 credits):
  - GEO 425 – Geographic Information Systems (or its equivalent, if taken elsewhere)
  - GEO 820 – GIS in Government and Business
  - GEO 821 – GIS Practicum
2. Complete one 400-level (or higher) course in cartography (3-4 credits).
3. Complete one 400-level (or higher) course in quantitative or qualitative methods (3-4 credits).
4. Complete one of the following (3-4 credits):
  - GEO 825 – Geoprocessing
  - GEO 826 – Geocomputation
  - GEO 827– Digital Image Processing and Analysis
5. Electives – these must be approved by the student's Guidance Committee (8-11 credits).
6. Pass the final exit examination.

This examination will consist of theories, methods, and techniques associated with the spatial technologies in the student's completed credit hours. The student must be registered for at least one credit during the term in which the examination is taken. The examining committee shall consist, at a minimum, of the student's Advisor and at least one other faculty member. The candidate will provide each member of the examining committee with a curriculum vita at least two weeks prior to the exam. The Graduate Secretary must be notified **at least 2 weeks prior** to the final examination so that required paperwork can be completed. Successful completion of the examination will be determined by a vote of the examination committee. A student who fails the examination may repeat it no sooner than three months from the time of failure and not more than once.

### **A Note about course sequencing:**

Several courses that are required (**in bold**) in the MSGISc degree have suggested prerequisites. Sequencing is as follows:

Geo 221 → Geo 324 → Geo 424 → **Geo 827**  
Geo 221 → Geo 325 → **Geo 425** → Geo 825  
Geo 221 → Geo 423, or Geo 426, or Geo 428

### Typical MSGISci course schedule \*

Fall of first year (9-12 credits)	Spring of first year (9-12 credits)
Geo 325 (if needed)	Geo 425
Electives	Electives

Fall of second year (9-12 credits)	Spring of second year (9-12 credits)
Geo 820	Geo 821
Geo 827 (if chosen)	Geo 825 or 826
Electives	Electives
	Exit examination

\*Please note that this is a typical schedule and will vary given students' prior experiences and interests.

### MSGISci Guidance Committee

The MSGISc Guidance Committee consists of at least two persons: the Advisor, who chairs the committee, and the person(s) who will be second (or third) examiner. The composition of the committee must be approved by the Chairperson of the Department and reported to the Graduate Program Coordinator and Department's Graduate Secretary. Any Ph.D. regular faculty (under the rules of tenure) appointed in the Geography Department can serve as a major Advisor for MSGISc Geography students. At least half of the student's committee members must have Geography as their tenure home. Persons who are Specialists and Administrative Professionals may be included on the Committee but do not count toward the minimum of two (or more) members required. They are, in essence, 'extras.' The Guidance Committee must be formed no later than the end of the second semester following entry into the program.

## REQUIREMENTS FOR THE DOCTOR IN PHILOSOPHY (Ph.D.) DEGREE

In order to be admitted to the Ph.D. a students must have completed a master's thesis.

Ph.D. students whose Master's degree is in a field other than Geography must have completed a course in (1) physical, (2) human, and (3) regional Geography, as well as (4) quantitative methods, and (5) a 'tool' course (e.g., cartography, GIS, remote sensing, statistics). These are known as 'deficiencies.' If these courses were not been taken previously, they must be taken while in the degree program at MSU.

Ph.D. students in Geography must:

Complete at least **56 credits** in the courses and areas listed below. Courses below the 400 level may not be counted toward the 56 credit requirement for the Ph.D. degree, but may be used to fulfill tool course requirements (see below). Ph.D. students may count no more than six credits of coursework in independent study or research problems toward their degree. Geography courses covered under this requirement include, but are not limited to, GEO 490, 492, 495, 890, and 892.

### Specific Requirements for the Ph.D. degree

1. GEO 886 Research Design in Geography (3 credits)
2. GEO 986 Theory and Methods in Geography (3 credits)
3. **Two** Geography seminars from this list (6 credits):
  - GEO 871 – Seminar in Physical Geography
  - GEO 872 – Seminar in Human Geography
  - GEO 873 – Seminar in Human/Environment Geography
  - GEO 874 – Seminar in Geographic Information Science
4. **One** advanced level tool course (800 or 900 level) (3-4 credits)
5. Electives (15 credits minimum) as approved by the student's Guidance Committee
6. Geo 999 – Dissertation credits (24 credits)
7. **Pass the comprehensive examination.**

Students are eligible to undertake the comprehensive examination, not before their fourth semester and no later than the fifth semester. This examination will cover the student's two fields of specialization as defined in the student's Guidance Committee Report, together with related theory and methodology. It will include both a written portion and an oral portion. Performance on the examinations must provide evidence of the student's mastery of subject matter, knowledge of related Geographic literature, and an understanding of research theory and methodology.

#### Written portion:

The primary responsibility for preparing the written exam rests with the student's Guidance Committee; however, all faculty will be notified of the examination and each may submit possible questions for the Guidance Committee's consideration. The exam will last a maximum of twelve hours. The exam may be spread over no more than two consecutive days.

The student's Guidance Committee shall decide whether the student has passed or failed the written portion of the comprehensive examinations; and officially pass this information to the student and the Graduate Secretary **within ten working days** from the date when the examination answers are given to the committee, decisions to pass the student on portions of the examination are not permitted. Prior to grading the student's answers to the written examination, the Guidance Committee will agree as to which members will read and evaluate which answers. The Advisor will then inform the student of the Guidance Committee's decision in this regard. The student will be considered as having 'passed' the written Comprehensive Examination provided that no more than one member of the Guidance Committee votes to fail. If the student fails the written exam, it may be repeated but not sooner than three months from the time of failure and not more than once. After the examination, a copy of the questions and the student's responses to them will be placed in the student's departmental file.

It is the responsibility of the student to ensure that legible copies of his/her responses to the exam questions are made available to all members of the Guidance Committee.

### **Oral portion:**

Upon successful completion of the written portion of the comprehensive examinations, the student's Guidance Committee will conduct the oral exam. Ideally, the oral and the written portions of the Comprehensive Examination should be conducted during the same semester. The 'orals,' like the 'writtens,' will focus on the student's area(s) of specialization, together with related theory, methodology, literature, and research. The oral comprehensive portion is not the same as the proposal defense, which is a separate meeting (see below). Notice of the oral examination will be given to Geography faculty and graduate students **at least one week** in advance. All Geography faculty may attend, and they may participate by notification to the student and the Guidance Committee 48 hours in advance of the exam. Geography graduate students may attend with permission of the student being examined. The Guidance Committee will meet immediately after the oral exam to determine whether the student has passed or failed this portion of the examination. The student will be considered as having 'passed' the oral Comprehensive Examination provided that no more than one member of the Guidance Committee votes to fail. Under special circumstances, if the Guidance Committee is unable to render a pass/fail decision, it has the option to adjourn and reconvene the exam at a later date. If the student fails, the normal waiting period before the exam can be retaken is one semester. However the student may, in consultation with the Advisor and the Guidance Committee, request that the exam be rescheduled as soon as one month following the failed previous exam. The oral exam may be taken not more than twice (not counting reconvened exams). Oral exam questioning periods shall last no longer than four hours.

*Please note: Comps expire if no further progress is made toward degree (see p. 17).*

- 8. Present a research paper or poster (as author and presenter), approved by the Advisor, at a professional meeting. While in residence in Ph.D. program**
- 9. Submit, as first author, an authored or co-authored manuscript to a peer reviewed journal, approved by the Advisor, for publication. While in residence in Ph.D. program**
- 10. Present and defend a written dissertation proposal before the Department.**

The student must prepare a written dissertation proposal in consultation with the Guidance Committee. The content of the proposal will be orally presented and defended before the Guidance Committee and other interested faculty and graduate students by the end of the student's fifth semester. The primary purpose of the proposal presentation and defense is to facilitate high-quality dissertation research by providing a forum for student-faculty interaction on this critical part of the student's Ph.D. work. The session gives the student access to evaluation of the research by the committee, other faculty, and students. **At least two weeks** before the presentation, copies of the written proposal must be made available to each member of the committee and to the Graduate Secretary for distribution. It is the responsibility of the student to ensure that copies of the proposal are made available by the deadline.

Two hours will be allowed for the presentation and subsequent questioning. An initial uninterrupted presentation of the proposed research should be 20-30 minutes in length. All faculty and students are encouraged to attend this initial presentation. The question session that follows will be moderated by the student's Advisor, and all Guidance Committee members will actively participate. However, all persons attending may ask questions and offer comments. Following the session, the student's Guidance Committee will meet to determine whether the proposal must be revised and presented again. A student may present and defend a proposal only twice.

When approved by the student's committee, the proposal becomes a written understanding that sets forth the committee's expectations and the student's obligations. A dissertation that deviates significantly from the approved proposal may be found unsatisfactory. Students should contact the University Committee on Research Involving Human Subjects (UCRIHS) before beginning any research that involves Human Subjects. If you are dealing with Human Subjects in any way you must gain approval from this committee before starting your research. UCRIHS clearance takes at minimum one month and should be started well in advance of data collection <http://humanresearch.msu.edu/>. Students working with hazardous substances should refer to University policies regarding safety <http://www.orcbs.msu.edu/>.

- 11. Complete a dissertation.**

All doctoral students must complete a dissertation. This is a written document of research that makes an original contribution to knowledge. The research is performed under the guidance of the student's Advisor and the Guidance Committee and must be acceptable to them. The student, however, is responsible for the quality and design of the research, including any fieldwork, statistical analysis, and

graphics. The dissertation must be organized, typed, duplicated, and bound according to regulations prescribed in the Formatting Guide for Masters Theses and Doctoral Dissertations. An abstract not exceeding 600 words must be included.

**12. Pass an oral examination in defense of the dissertation.**

Not later than **six weeks** before the end of the last semester and **at least three weeks before** the final oral examination, the student is required to submit the dissertation and abstract to the major professor, members of the Guidance Committee, Graduate Secretary, and the Dean of the College of Social Science. **The Graduate Secretary must be notified at least 3 weeks prior** to the final oral examination so that required paperwork can be completed. The student should, however, check the appropriate MSU Schedule of Courses and Academic Handbook for exact deadlines. The dissertation must be in completed form, typed with complete illustrative material and acceptable to the major professor. At this stage, it should be bound only by spiral, or other loose types of binding.

**Doctoral Guidance Committees:**

The doctoral program Guidance Committee consists of at least four regular Michigan State University faculty. The professor with whom the student works most closely is the Advisor. The additional members of the Guidance Committee are chosen by the student in consultation with their Advisor. Any Ph.D. regular faculty (under the rules of tenure) appointed in the Geography Department can serve as Advisor for Geography Ph.D. students. At least half of the members of a student's guidance committee must have Geography as their tenure home. Persons who are Specialists and Administrative Professionals may be included on the Committee but do not count toward the minimum of four (or more) members required. They are, in essence, 'extras.' The composition of the committee must be approved by the Chairperson of the Department and reported to the Graduate Program Coordinator and Graduate Secretary and the Dean of the College of Social Science. An Advisor and the Guidance Committee should be formed no later than the end of the second semester following entry into the program.

The University requires that a 'Dean's Representative,' a regular MSU faculty member who is *not* a member of the Geography Department, be a voting member of the committee and be present at the oral defense of the dissertation. It is suggested that this requirement be handled by asking someone from *outside the department* to serve on the Guidance Committee right from the beginning. If a non-Geography faculty member is not on the Guidance Committee it is the student's responsibility to find a non-Geography faculty member to submit to the Dean's office as proposed Dean's Representative. **At least three weeks notice is required by the Dean's office for the selection of the Dean's Representative.** The Dean's office reserves the right to postpone the defense if sufficient notice is not given.

## IV. DEPARTMENTAL AND STUDENT OBLIGATIONS AND EXPECTATIONS

The Department has obligations to all graduate students, and conversely the students have certain obligations to the Department and to themselves. The most important of these is to maintain an environment in which there is mutual trust, self-respect and integrity, and to strive to attain excellence in scholarship.

The **Department** will provide for the student:

1. An environment in which scholarly attainment and conduct of meritorious scientific research can be achieved.
2. Responsiveness to valid academic needs and desires.
3. Support and encouragement of creative original study and research.
4. A periodic evaluation of their program and a willingness on the part of the faculty to make changes when warranted.

**Students** have the following responsibilities and goals:

1. To demonstrate a clear aptitude for the various aspects of scientific research and technical proficiency, including knowledge of relevant literature, formulation of hypotheses, experimental tests of hypotheses, analysis of data and the ability to clearly present those data in both oral and written form. At various mileposts through each of the three graduate programs the student is expected to meet stated expectations about progress toward the degree.

### **Calendar of Progress:**

Middle of second semester

- Advisor chosen

End of second semester

- Guidance Committee chosen\*
- Program of Study form filed\*

End of fifth semester (Ph.D. students only)

- Comprehensive exams completed
- Dissertation proposal defended

\* form available from Sharon Ruggles

2. To strive for superior performance in academic coursework.
3. To participate in the academic culture of the department, including attendance at departmental and institutional presentations, brown bags and colloquia, thesis and dissertation defenses, as well as at relevant professional meetings.

### **Additional Student Responsibilities and Expectations**

It is the responsibility of ALL graduate students to:

- 1) Learn and adhere to University and academic unit rules, procedures and policies, including those outlined in this Graduate Handbook, in Academic Programs, Graduate Student Rights and Responsibilities, and Academic Freedom for Students at MSU. These publications are available in hard copy or on the Department and Graduate School web sites;
- 2) Meet University and Department requirements for degree completion in a timely manner;



- 3) Select an Advisor and form a Guidance Committee that meets University and Department requirements, and keeping the members of their Committee informed regarding their academic activities and research progress;
- 4) Follow disciplinary and scholarly codes of ethics in course work, research, and professional activities. Reference: <http://www.msu.edu/%7Ebiomed/rcr/>;
- 5) Follow high ethical standards in accordance with University and federal guidelines in collecting and maintaining data, including seeking regulatory approval for research before any research project begins;
- 6) Exhibit the highest standards of professionalism in teaching, research, and scholarship;
- 7) Provide the Department with copies of research-related documents (such as permits, approvals, grant proposals, research proposals) within the prescribed deadlines; and
- 8) Give the Department a bound copy of the thesis or dissertation.

### **Minimum Academic Standards**

GEO graduate students are required to meet and maintain certain academic standards while enrolled in their Geography graduate program. These are:

1. No more than two courses with grades of 2.5 or lower, and
2. No more than eight credits with grades of 2.5 or lower.

This policy holds for all courses the student has taken as a graduate student at MSU. The only courses that are exempt from this rule are courses below the 400 level that are not on the student's program of study. Students who fail to meet any one of the above standards will be notified by the Graduate Secretary immediately upon the receipt of the semester grade report. Simultaneous notice will be given, by the Graduate Secretary, to the Department Chairperson, Graduate Program Coordinator, and the student's Advisor. This information shall be taken as evidence of failure to meet departmental standards, and the student will be asked to withdraw immediately from the program.

**\*\*\*PLEASE NOTE: A cumulative GPA of 3.0 or better is required for graduation from Michigan State University.\*\*\***

### **Time to Completion of Degree:**

It is vital that students make adequate progress in their graduate programs as outlined in the Calendar of Progress above. Lack of satisfactory progress toward the degree may jeopardize the funding status of the student. Faculty conduct an annual review of all active graduate students (defined as those enrolled for credits during the Academic Year in which the annual review is conducted) and they are sent a letter stating their level of progress in their degree. If progress is inadequate, the department can withhold financial support, assistantship offers, office space, copying privileges, and other similar department resources.

The University, Graduate School, and College of Social Science have set the following requirements:

- (1) The time limit for completion of the requirements for the master's degree is **six calendar years** from the date of enrollment in the student's first course the Master's degree program (see the 2005-2007 Academic Programs Guide, p. 434);
- (2) The PhD Comprehensive Examination must be taken within **five years** of initial acceptance to the program, and expire after three years if there has been no progress toward the degree;
- (3) All remaining requirements for the Ph.D. degree must be completed within **eight years**, from the time when a student begins the first class at MSU that appears on the 'Report of the Guidance Committee.' Applications for extensions of the eight-year period of time toward degree must be submitted by the department/school for approval by the Dean of the College and the Dean of The Graduate School. Should the degree requirements not be completed within this eight-year period, all of the doctoral comprehensive exams must be passed again (see the 2005-2007 Academic Programs Guide, p. 65).

Time extensions for the master's degree and the doctoral degree are difficult to obtain and must be approved by the Department Chair, the College of Social Sciences, and the Graduate School. The Graduate School will allow an extension for only a specific time period, normally no longer than one year. The extension will include a specific time frame for each remaining requirement.

Additional requirements for an advanced degree are also set by the Graduate School and the College of Social Science. All Geography graduate students should become thoroughly familiar with these requirements by consulting the *Academic Programs* guide which can be viewed on the web at: <http://www.reg.msu.edu/UCC/AcademicPrograms.asp> and is also available at the MSU Bookstore and in The Registrar's Office, 150 Administration Building for \$3.00

### **Student Conduct and Conflict Resolution**

The University has established a judicial structure and process for hearing and adjudicating alleged violations of recognized graduate student rights and responsibilities (see Article 5 of the Graduate Student Rights and Responsibilities handbook of the Graduate School). However, the first venue to resolve such conflicts informally or formally rests with the department. Because the faculty Advisor-graduate student relationship is deemed so important, special attention should be given to the resolution of conflicts between a graduate student and his or her faculty Advisor.

Students who find themselves in conflict with other students, course instructors, or committee members are advised to seek guidance and support from their Advisor or from the Graduate Program Coordinator. For disputes or grievances involving Advisors or the Graduate Program Coordinator, students are advised to seek council through the Chairperson of the department.

### **Grievances**

If a student is dissatisfied with any part of their graduate program, the student should first consult with their Advisor about the issue/problem. If the issue is not resolved, then the student should consult with the Graduate Program Coordinator. If the issue is not resolved at that level, the Department Chair should be consulted, thereafter the College of Social Science Associate Dean for Graduate Affairs, thereafter the Graduate School Dean's office. Further recourse is available through the standard grievance procedure outlined in the Student Handbook and Resource Guide <http://www.vps.msu.edu/SpLife/default.pdf>. The University Ombudsman is another resource for problem solving, <http://www.msu.edu/unit/ombud/>

Other resources are *Academic Programs* (for both undergraduate and graduate programs) can be viewed on the web at: <http://www.reg.msu.edu/UCC/AcademicPrograms.asp> and is also available at the MSU Bookstore and in The Registrar's Office, 150 Administration Building for \$3.00

*Graduate Student Rights and Responsibilities*, available in the Graduate School Office Room 118 Linton Hall, The Office of the Ombudsman, 129 N. Kedzie and in 162 Student Services. It can also be downloaded from <http://www.vps.msu.edu/SpLife/default.pdf>

## V. DEPARTMENTAL POLICIES REGARDING INTEGRITY AND SAFETY IN RESEARCH

Integrity in research and creative activities is based on sound disciplinary practices as well as on a commitment to basic values such as fairness, equity, honesty and respect. Students learn to value professional integrity and high standards of ethical behavior through interaction with members of their academic unit and their faculty Advisor and by emulating exemplary behavior. In this section of the handbook, the program's expectations for the responsible conduct of research and creative activities of graduate students is spelled out. Additionally, explicit criteria for dismissal for reasons other than academic deficiencies, including research misconduct, dishonesty with respect to grades or academic records and scholarship, and violations of professional standards are explained. Reference: <http://grad.msu.edu/all/ris04activities.pdf>

**Laboratory Safety.** All graduate student work in the Geomorphology or Pollen Laboratories, outside of regularly scheduled classes, must have prior approval by a faculty member. No approval can be given unless the student has viewed the "Right to Know" video and completed the follow-up examination. The Office of Radiation, Chemical and Biological Safety (ORCBS) is the entity on campus that is in charge of laboratory safety and they provide the initial and follow-up lab safety training. Students must certify that they have seen this film and completed the ORCBS examination satisfactorily, before being allowed to work in any laboratory. All lab personnel generating any hazardous waste must come to a Hazardous Waste Refresher Training Session once each year, given by ORCBS. Students must attend these sessions to maintain authorization to handle hazardous materials. Federal law mandates this training, and we must assure that all of the workers handling hazardous materials attend each year. Reference: <http://www.orcbs.msu.edu/>

**Human Subjects Research.** A student whose research involves human subjects **IN ANY WAY** must receive approval for their project from the University Committee on Research Involving Human Subjects (UCRHIS) prior to initiating data collection for their master's thesis, pre-dissertation research, or doctoral dissertation. UCRIHS is an Institutional Review Board (IRB). Federal and University regulations **require** that all research projects involving human subjects be reviewed and approved by an IRB before initiation. Under the regulations, research is defined as a formal investigation designed to develop or contribute to general knowledge. A human subject of research is an individual (1) from whom an investigator obtains data by interaction or intervention or (2) about whom the researcher obtains confidential information.

Depending upon the level of risk to subjects in the protocol, UCRIHS assigns the student's application to one of three review categories (exempt from full review, expedited review, and full review) and sends it to one, two or five reviewers, respectively. If the reviewer(s) is satisfied that the rights and welfare of the human subjects are adequately protected, he or she approves it. However, if the reviewer has concerns, the reviewer returns written comments to the UCRIHS office for transmission to the investigator. The investigator must then send a response to each comment, in writing, to UCRIHS which will forward it to the reviewer(s). If the proposal is either an exempt or expedited proposal, an approval letter can be issued as soon as the reviewer(s) approves. When a proposal receives full (five-member sub-committee) review, an approval letter is issued after the proposal is discussed and approved by vote of the full committee at its monthly meeting. Reference: <http://humanresearch.msu.edu/>

Copies of the UCRIHS application form and the official notification of UCRIHS approval must be kept in the student's file maintained by the Department's Graduate Secretary and in the files maintained by the student's Advisor. The student should also keep copies in his/her own personal files. Failure to satisfy the University and Department ethical standards and UCRIHS regulations is considered grounds for dismissal of a student from the program.

## VI. GRADUATE ASSISTANT INFORMATION

In this section we make explicit Geography's expectations concerning graduate student's work related to graduate assistantships (GAs). Graduate Assistants are Teaching Assistants (TAs) and Research Assistants (RAs). All policies related to graduate assistantships must be consistent with GSRR 4.2.1 – 4.2.8. For graduate assistants appointed as teaching assistants, the policy also must conform to the specifications of the current MSU/GEU Contract (<http://grad.msu.edu/geu/agree.pdf>). Reference: <http://grad.msu.edu/>.

There are three classes of graduate assistantships: Level 1- Master's Level, Level 2 - Master's Level and Level 2-Doctoral Level and Level 3-Doctoral Level. In any one semester, the stipend per assistantship unit is the same for all assistantships that level. Actual stipend rates are set by MSU in the summer and become effective on August 15.

Levels are determined as follows:

**Level 1** – graduate student, bachelor's degree and less than one academic year's experience as a graduate assistant or as full-support fellow

**Level 2** – graduate student, relevant master's degree (30 semester credits or equivalent) and/or one academic year's experience as a graduate assistant or as full-support fellow

**Level 3** – a) Six semesters of experience as a graduate research assistant or teaching assistant at Michigan State University, or equivalent. The definition of equivalent experience as an research assistant or teaching assistant should be left to the discretion of the chairperson of the appointing unit, but it is expected that only experience in research-oriented assignments would count toward the six semesters of experience as an research assistant. (Consistent with current practice, 1/4- time and 3/4-time appointments count the same as 1/2-time appointments, and Summer Semesters count the same as Fall and Spring Semesters.) **or b)** Successful completion of doctoral comprehensive exams, as defined by the department in which the student is enrolled.

The pay period begins in mid-August and graduate assistants usually receive a paycheck on the 15th of each month, beginning in September. If the 15th falls on a Saturday or Sunday, checks arrive the Friday before. You may arrange to have your paycheck directly deposited to the bank of your choice by accessing <http://epayroll.msu.edu>. You can also set up Direct Deposit of your student accounts in STUINFO <https://ntweb1.ais.msu.edu/StuInfo/>. Graduate assistantship stipends are not subject to Social Security (FICA) taxes. Stipends are subject to income taxes with few exceptions. The taxability of stipends is subject to review by the Internal Revenue Service. Please call the Payroll office for more information, at 355-5010. A waiver of the out-of-state tuition rate is granted to out-of-state students during the semester of appointment, and for full academic year appointees, for the summer session that precedes or follows an appointment for an entire academic year. A nine-credit tuition waiver is granted each semester while holding an appointment. For summer session appointments, the waiver is four credits.

**Important:** If you have an assistantship you are REQUIRED to enroll for a minimum of 6 credits at the Master's level and 3 credits at the Ph.D. level during Fall/Spring semester and 3 credits in Summer semester for both Master's and Ph.D. degrees. At the Ph.D. level, once you complete your comprehensive exams, the following semesters you need to only be enrolled for one credit.

Michigan State University and the Council of Graduate Students have worked together to offer graduate assistants health insurance coverage. 'Student only' coverage is automatically provided at no cost to graduate assistants. Michigan State University will provide a full twelve months of coverage if your appointment is at least nine months. If you wish to enroll your legal spouse or domestic partner and/or dependent children, please contact the MSU Benefits office. Questions regarding enrollment, premium payment and coverage should be directed to the Chickering Group at 1-800-859-8452. Questions or issues that cannot be resolved with the Chickering Group may be directed to the MSU Benefits office at 1407 South Harrison Road, Room 140 Nisbet Building at 517-353-4434 x170 or x144.

### **University Expectations for TAs**

As a Michigan State University teaching assistant you play a vital role in the educational mission of MSU. Disciplinary knowledge and instructional skills are key requisites for being a successful teacher, but teaching assistants are also expected to conform to ethical and professional standards described in the MSU Code of Teaching Responsibility. Treat your students with respect, deal with conflict fairly and promote a classroom atmosphere that encourages free and meaningful exchange of ideas. Familiarize yourself with the MSU Code of Teaching Responsibility as you strive to achieve educational excellence, for both yourself and your students. If you hold a ¼ time appointment you are expected to work 10 hours per week; for a ½ time appointment 20 hours per week. Please note that these are average hours and that due to the nature of teaching there may be weeks with more work and weeks with less work.

### **University Expectations for RAs**

As a Michigan State University research assistant you play a vital role in the research and outreach missions of MSU. Disciplinary knowledge and research/laboratory skills are key requisites for conducting research, but research assistants are also expected to conform to ethical and professional standards described in the MSU Faculty Handbook Section IV: Research and Creative Endeavors. This section includes information on working with animal and human subjects, radiation, chemical, and biological safety, and adherence to federal guidelines on data generation, management and control. Sections of the Academic Freedom Report for MSU Students and the Graduate Student Rights and Responsibilities document also contain valuable information as you strive to achieve research excellence. If you hold a ¼ time appointment you are expected to work 10 hours per week; for a ½ time appointment 20 hours per week. Please note that these are average hours and that due to the nature of research there may be weeks with more work and weeks with less work.

### **Graduate Employees Union (GEU), 332-2824 (<http://www.geuatmsu.org/>)**

*Teaching Assistants:* The Graduate Employees Union (GEU) is the legal collective bargaining unit for all graduate employees designated as teaching assistants at MSU. The University is obligated to bargain a contract with GEU concerning pay, benefits (including health insurance and tuition waivers), and working conditions. The current contract guarantees yearly wage increases, protection from overwork, a grievance procedure that addresses a variety of issues arising in the work place, University contributions for family health coverage, and many other benefits and protections.

**VERY IMPORTANT:** If you are a TA you will automatically become part of the collective bargaining unit of the union. In addition you can join the union and become a 'dues paying member' that gives you voting rights. Upon your TA appointment you will be asked to fill out a GEU card on which you indicate whether you want to join the union or only be part of the collective bargaining unit. If you do not fill out a union card, you can lose your assistantship. You will only need to fill out this card once (unless you are changing to 'dues paying' membership) during your graduate career at MSU.

*Research Assistants:* If you have been awarded a RA, you have the *option* to become part of the collective bargaining unit of GEU or to join as a 'dues paying member.'

### **TripleG - the 'Geography Graduate Group:'**

The broad goals of the organization, TripleG (or the Geography Grad Group), are to build strong ties within the graduate students population and between graduate students, faculty and staff within the Department of Geography at Michigan State University. Specifically, the functions of TripleG include:

1. Exchanging stories and giving support about the unique experience of being a graduate student and more specifically a Geography grad student at MSU. TripleG provides times and spaces for this. Also, by knowing each other it builds a friendly more productive work environment. For example TripleG has a bulletin board with photos and information about the grads as well as an online forum.
2. To have a unified and stronger voice on issues that affect the department and our programs directly. Keeping lines of communication open between grad students and faculty is important. For example, TripleG has an elected representative to the faculty meetings to make our opinions known.
3. To have a real meaningful impact on the department decisions based on a long-term respectful and thoughtful unified voice. For example, by being organized the graduate students can request input in a more systematic and transparent way.
4. To share information and resources available: For example: computer software and hardware information, activities, class recommendations, ANGEL tutorial, funding resources, etc.
5. Spreading the word about our department's strengths to attract top quality grads and new faculty to build status and clout as a department. For example, getting information that is helpful to potential student, and new grad students to them allowing for a much smoother transitions and a more informed decision making process.
6. To document all the work TripleG does year-to-year so grads build a wealth of information and support services. For example, keeping records of meeting decisions and general information on our webpage for future grads to use.
7. TripleG promotes continued excellence in academics by giving mutual feedback for papers and presentations. Collaborating on research and ideas; for example, organizing panels at meetings.

For more information got to:

<http://www.tripleg.Geo.msu.edu/>  
<http://www.tripleg.Geo.msu.edu/forum/>

## APPENDIX I: DEPARTMENTAL RESOURCES

**A. The Geography Department Office.** The office (rooms 116, 117, and 118) is open and staff is available to assist you from 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 5:00 p.m. on every day that the University is open. The Geography office is closed on weekends and on University holidays.

**B. Mail.** Please check your physical mailboxes each day for personal mail, departmental notices, etc. The mailboxes are located in room 118 Geography Building.

**C. Email accounts.** All students should obtain email accounts on the MSU email system as soon as they are established MSU students. These are available at no cost and serve as the primary means of communicating. Once you have obtained your account, please inform the Graduate Secretary of your email address so that it can be added to the various Departmental mailing lists. If you also obtain an account on the Sun workstations, you will also be able to send and receive mail with that account.

**D. Telephone.** Personal long distance telephone calls CANNOT to be placed on departmental phones (phones in graduate student area are secured from long distance calls). If you MUST make a long distance call that is work related, please check with your major professor to see if and how your need can be accommodated. For personal calls please use a calling card or cell phone.

**E. Copy Machine.** Graduate students are allowed 1000 free photocopies per semester (including summer session). A copy machine access code will be assigned to you – it is the last four digits of your PID number. The Geography receptionist can assist you if you forget your code. If you go over this number of free copies, you will be notified and your copy code will be suspended until the beginning of the next semester.

**F. Plotter Policy.** The Remote Sensing and Geographic Information Science Research and Outreach Services (RS&GIS) maintain a plotter for departmental use on a pay-as-you-go basis. The department has negotiated an arrangement with RS&GIS so that graduate students can use this service. All active graduate students that are in good standing in the department are eligible for **one (1) poster size plot per academic year**. A plotting request will need to be made **two (2) business days** before the plot is needed. Please note that RS&GIS is not a 24/7 operation but works on an 8-5, M-F basis. Plot requests need to be made to Sarah AcMoody in room 225 ([acmoody@msu.edu](mailto:acmoody@msu.edu)) or Jessica Moy in room 215 ([moy@rsgis.msu.edu](mailto:moy@rsgis.msu.edu)). Poster materials may be submitted on CD, flash drive, via e-mail, etc. Graduate students may not operate the plotter themselves. Only one paper plot will be paid for the department per year. Please be sure that the material is ready for final printing before submitting your plot request. The department will not cover the cost of draft plots. If you are presenting a second poster at a conference or similar event, requests for additional plots can be made, in writing, to the department Chair and Graduate Program Coordinator.

**G. Proctoring.** Additional proctors are frequently needed to help supervise large section exams. Proctors are paid on an hourly basis. Sign up sheets are in the mailroom (room 118). Please be courteous and sign up for only a few slots at a time.

**H. Miscellaneous funding opportunities.** To support graduate student research, the department offers Graduate Office Fellowships (GOFs) on an annual competitive basis. These are awards, usually between \$500 and \$2,000, are used to recruit high-ranking students as well as to support fieldwork or to purchase data for research. GOFs are taxed for international students. The tax rate is Federal 14% and State .039%. Limited funds are also available on a competitive basis to defray costs of attending professional meetings and to conduct fieldwork.

## APPENDIX II: UNIVERSITY RESOURCES AND SERVICES

A. **PID and PIN numbers.** These personal identification numbers are assigned to you as soon as you have been admitted and agree to attend MSU. If you are new to MSU the Graduate Secretary makes these arrangements and will forward the numbers to you. They can be obtained directly through the Registrar's Office as well (<http://www.reg.msu.edu/> ).

B. **Student ID Cards.** All students must have a valid student ID card and student number. Student IDs can be obtained in Room 50 Administration Building. Reference: <http://www.reg.msu.edu/ROInfo/IDcard.asp>

C. **Parking on campus.** If you own a motor vehicle and want to use it on campus, you must register it with the University Vehicle Office. This office is located in the Public Safety Building, 87 South Red Cedar Road. To register a vehicle you need the vehicle registration, proof of insurance, and if you have an assistantship a copy of your signed appointment form which is given to you by the Graduate Secretary. If you have a graduate assistantship you can also register your car on-line at <http://www.dpps.msu.edu/>. Parking on campus for graduate students is limited.

D. **Bicycles.** The University maintains bicycle racks throughout the campus. Bikes should be locked to these racks when parked. Bikes are **not permitted** in campus buildings. Improperly parked bikes are subject to impoundment by the Department of Public Safety. Bicycle registration through the MSU Department of Public Safety or the cities of East Lansing or Lansing is required. You can register your bike on-line at: <http://www.dpps.msu.edu/mgtserve/bikeimpound.asp>

E. **Student Services.** Michigan State University provides extensive student personnel services to assist students and enhance the educational experience. Michigan State University recognizes that the total development of the individual, personal, social, and physical, as well as intellectual is of equal importance. Important telephone numbers include:

<b>Graduate Record Examination sign-up:</b> <a href="http://www.testingoffice.msu.edu/">http://www.testingoffice.msu.edu/</a>	207 Student Services, 355-8385
<b>Graduate Employees Union:</b> <a href="http://www.geuatmsu.org/">http://www.geuatmsu.org/</a>	332-2824
<b>Financial Aid/Student Loan:</b> <a href="http://finaid.msu.edu/">http://finaid.msu.edu/</a>	259 Student Services, 353-5940
<b>Office of Financial Aid:</b> <a href="http://finaid.msu.edu/">http://finaid.msu.edu/</a>	252 Student Services, 353-5940
<b>University Housing</b> <a href="http://www.hfs.msu.edu/u/">http://www.hfs.msu.edu/u/</a>	1205 S. Harrison Rd, 355-9550

F. **Graduate School.** The Graduate School at MSU (118 Linton Hall) offers many workshops and other programs for graduate students. Examples are the Graduate Student Resource Fair, the Activities Fair and workshops on completing a thesis/ dissertation, dealing with conflict, teaching issues, etc. For more info: <http://www.msu.edu/user/gradschl/index.htm> or call 355-0300.

G. **Michigan State University Library.** It is strongly suggested that you take advantage of the library tours in order to more thoroughly familiarize yourself with all the available resources. <http://www.lib.msu.edu/>. There are also a number of branch libraries on campus.

<b>Information Desk:</b>	353-8700
<b>Library Hours:</b>	432-6123
<b>Map Library 3rd floor Main Library:</b>	432-6123 x 249

H. **Office for International Students and Scholars,** 103 International Center 353-1720, The Office for International Students and Scholars (OISS) serves international students and international faculty. OISS is a resource center for information and consultation on matters related to international students and faculty/scholars. The staff is prepared to help in any of the various areas of concern, including academic problems, immigration questions, social health, employment or financial matters. The office also organizes seminars and workshops on topics of interest to the broad university community. These



have included immigration regulations, cross-cultural communication, pre-departure programs for graduating students and various training programs. They also publish a very informative handbook called Welcome to Our Community that answers questions you may have about living and going to school in our community. A copy of this handbook can be picked up in the OISS.

<http://www.oiss.msu.edu/>

<b>English Language Center:</b>	1 International Center, 353-0800
<a href="http://www.elc.msu.edu/">http://www.elc.msu.edu/</a>	
<b>International Students &amp; Scholars:</b>	103 International Center, 353-1720
<a href="http://www.oiss.msu.edu/">http://www.oiss.msu.edu/</a>	
<b>Office of Study Abroad:</b>	109 International Center, 353-8920
<a href="http://studyabroad.msu.edu/">http://studyabroad.msu.edu/</a>	
<b>International Studies &amp; Programs, Deans Office:</b>	209 International Center, 355-2350
<a href="http://www.isp.msu.edu/">http://www.isp.msu.edu/</a>	

**I. Learning Resources Center**, 202 Bessey Hall 355-2363. This is a self-paced, individualized learning center that offers free assistance to students who want to improve their study skills. Its goal is to help you develop the strategies and techniques you need to be successful student. Workshops on specific study skills are offered throughout the year. Reference: <http://www.msu.edu/~lrc/>

**J. The Writing Center**, 300 Bessey Hall 432-3610. This center offers writing consultation to graduate as well as undergraduate students. One on one consultations are best for small papers or projects like vitas, abstracts and cover letters, while peer response writing groups offer help developing drafts of larger projects like research and conference papers, and even theses and dissertations. The center also has a library with books on resumes, vitas and cover letters, and examples of all of the above. Call 432-3610 to make an appointment, or email [grammar@msu.edu](mailto:grammar@msu.edu) for grammatical questions. You can also see their web site at (<http://writing.msu.edu>) for more information. This is an excellent place to have one more set of eyes offering advice on important writing assignments.

**K. Career Services and Placement**, 113 Student Services 355-9510. The Career Services and Placement office assists students in career advising and seeking employment upon graduation. Their office is located in 113 Student Services Building. Their staff does workshops, classes and individual advising on topics such as how to interview successfully and steps to creating a well-written resume or C.V. You may also interview for internships or full-time employment through the Career Placement office. The Career Information Center, located in room 6 Student Services Bldg (353-6474) provides up-to-date information on career possibilities, self-evaluation tools, and resource material on career choice, planning and strategy. Reference: <http://www.csp.msu.edu/>

**L. Resource Center for Persons with Disabilities**, 120 Bessey Hall 353-9642. Staff specialists available to respond to mobility, visual, hearing, alternative learner, and other handicapper populations to enable their involvement in University activities. Other resources are available to students with special needs. Reference: <http://www.rcpd.msu.edu/Home/>

**M. Counseling Center Main Office**, 207 Student Services Building 355-8270. Students should feel free to contact the Counseling Center for personal concerns and crises. Professional counseling and psychological services are offered to assist with personal, as well as career concerns. All services are confidential. Initial consultations are free of charge; all services are free to students carrying 7 or more credits. In addition to professional counseling a self-management laboratory, and workshops are offered. Reference: <http://www.couns.msu.edu/>

**N. Olin Health Center** 355-7573. The Student Health Service is located in Olin Health Center and is the primary location for student health services on campus. ***What to do when Olin is closed?:*** Not sure if it is an emergency? Call the Olin Phone Information Nurse 24 hours a day at 353-5557. For a serious emergency when Olin Health Center is closed – go to the nearest hospital emergency department. The hospital emergency department closest to campus is Lansing's Sparrow Hospital at 1215 East Michigan Avenue. Reference: <http://olin.msu.edu/>

**Olin Health Center Information Desk:** 355-4510

**Olin Health Center Appointments:** 353-4660  
**Olin Pharmacy:** 103 Olin Health Center 353-9165  
**Travel Clinic:** 353-3161  
**Student Insurance Questions:** Benefits Administration, 140 Nisbet Bldg 353-4434 x170

**O. Women's Resource Center**, 332 Union Building 353-1635. The WRC coordinates contacts relating to concerns of women and advocates women's issues by developing and implementing programs targeted for women faculty staff and students. They sponsor many workshops on campus. Reference: <http://www.msu.edu/unit/wrc/>

**P. Intramural Sports Facilities**, 355-5250. Students have access to equipment and facilities in the intramural facilities located in the IM West, IM East, and IM Circle. Students must present a current MSU student ID and a picture ID in order to be admitted to these facilities and borrow the equipment. Use of most of the facilities is free to currently enrolled students, although there are a few exceptions, such as a small charge for the use of the weight room in IM East and IM West. Reference: <http://www.imsports.msu.edu/>

**Q. MSU Student Food Bank.** COGS and ASMSU jointly established a Student Food Bank to address the problems of students and their families with financial hardship. The SFB is located at Olin Health Center, and hours are 5:30 to 7:30 p.m. on Wednesday evenings. Email: [foodbank@msu.edu](mailto:foodbank@msu.edu)  
Reference: <http://www.olin.msu.edu/infopage.php?id=89>

**R. Council of Graduate Students (COGS)**, 316 Student Services 353-9189 (353-COGS). COGS is the official graduate student organization at Michigan State University. Officers and departmental representatives (one representative per department for the entire University) are voting members. The primary objective is improvement of the academic, social, and economic position of graduate students at MSU. The organization has official delegates to the Graduate Council, the Academic Council and standing committees thereof, and several all-university and presidential committees. Through membership in these and other bodies, COGS participates in decisions on such matters as tuition and fees, the grading system, traffic regulations, academic and extracurricular programs of the university, graduate assistant stipends, improvements in on and off campus student living conditions, academic freedom and responsibilities, student representation in university government, and the selection of principal administrative officers. Meetings are open to all graduate students. For further information, contact the department for the name of your representative.  
Reference: <http://www.msu.edu/~cogs/>

### **S. Computing and Statistical Information and Services**

'User Services' offers consulting help on canned statistical programs and 'helps students help themselves.' It refers students elsewhere if User Services cannot offer enough assistance. User Services will help students short of doing the job for them. There is no charge for the consulting service. Graduate student consultants from the Department of Statistics and Probability are available on an appointment basis for about ten hours a week. They consult about design problems, appropriate statistical design, etc. There is no charge for this service. A number of short courses are offered through User Services, including a basic introduction to the computer, and discussion of collection and coding of data, offered at the beginning of the term. User Services, telephone numbers, 353-1800 Computing Information Center, 353-1800 Mainframe/Host Access Support Services. Programming Services, 355-4684, is a professional group that charges professional fees for computer work. They can offer some statistical help although they are limited in this area. They can do just about any computer programming work. All students are given an estimate of charges which they must approve before the job is performed.

Reference: <http://www.msu.edu/current/index.html> (see Computer & On-line services)

**Help Desk:** 432-6200  
**Computer Store:** 110 Computer Center 432-0700  
**Scoring Office:** 114 Computer Center 355-1819

**T. Graduate Funding Opportunities.** Area Studies Centers, the Graduate School, and the College of Social Science, offer limited funds to offset travel to conferences and to conduct fieldwork. Dissertation Completion Fellowships are also available on a competitive basis. Information on additional graduate student funding opportunities can be found on the Graduate School website at: <http://grad.msu.edu/funding.htm>.

**U. Tax Forms.** If you have a Graduate Assistantship you will need to set up your tax forms; this can be done at <<http://epayroll.msu.edu>>. You may also arrange to have your paycheck directly deposited to the bank of your choice by accessing <http://epayroll.msu.edu>. You can also set up Direct Deposit of your student accounts in STUINFO <https://ntweb1.ais.msu.edu/StuInfo/>. Anyone who does not have a social security card or whose card is lost, stolen or destroyed must apply for a card from the Social Security Administration. Their local office is: Social Security Office, 5210 Perry Robinson, Lansing MI 48911 – Office phone: (800) 772-1213 or (517) 393-3876 or TTY: (800) 325-0778.

**V. Other Important Contact Information:**

<b>Dean’s Office, College of Social Science:</b> <a href="http://socialscience.msu.edu/">http://socialscience.msu.edu/</a>	203 Berkey Hall,	355-6676
<b>Admissions and Scholarships:</b> <a href="http://admissions.msu.edu/">http://admissions.msu.edu/</a>	250 Admin. Bldg,	355-8332
<b>Registrar’s Office:</b> <a href="http://www.reg.msu.edu/">http://www.reg.msu.edu/</a>	150 Admin. Bldg,	355-3300
<b>Student Receivables:</b> <a href="http://ctrl.msu.edu/studrec/">http://ctrl.msu.edu/studrec/</a>	142 Admin. Bldg,	355-3343
<b>PAN Numbers:</b> Office of the Registrar <a href="http://www.reg.msu.edu/">http://www.reg.msu.edu/</a>	150 Admin. Bldg,	355-3300
<b>Payroll:</b> <a href="http://www.ctrl.msu.edu/payroll/">http://www.ctrl.msu.edu/payroll/</a>	350 Admin. Bldg,	355-5010
<b>Transcripts:</b> <a href="http://www.reg.msu.edu/StuForms/TranscriptRequest/Transcript.asp">http://www.reg.msu.edu/StuForms/TranscriptRequest/Transcript.asp</a>	50 Admin. Bldg,	355-5150

## APPENDIX III. Frequently Asked Questions (in no particular order)

*What happens if I go over my 1000 free copies per semester limit?*

You will be notified that you have reached your 1000 copies and your copy code will be suspended until the beginning of the next semester.

*How do I hook up my personal computer to the printer network?*

Information available via TripleG.

*How do I call outside of campus from an in campus phone?*

Press 8 first. No long distant calls are possible so you will need a phone card.

*Where do I live?*

There is a comprehensive resource for Geography Grads and housing on the TripleG website (<http://www.tripleg.Geo.msu.edu/>) under Life in Lansing.

*Can I switch from the MA to the MS degree program, or vice-versa?*

Yes, switches are allowed but not encouraged. And only one switch is allowed per student.

*How do I switch from the MA to the MS degree program, or vice-versa?*

To switch from one Master's program to another, the student should first get the approval (verbally is OK) from their Advisor that the switch is acceptable and in the student's best interest. Next, the Advisor and the student should approach the Graduate Program Coordinator with a formal request, in writing, for the switch. If approved, the Graduate Program Coordinator will then pass on the request to the Chairperson. If the Chairperson approves the switch, the Graduate Secretary will then process the necessary paperwork. Switches from one Master's program to the other are serious and are not taken lightly; once a student has switched they may not switch back.

*When should I begin to sign up for 899 or 999 credits?*

You can sign up for thesis or dissertation credits whenever you like, as long as you can justifiably say that you are working on your thesis or dissertation during that semester. Often, students will sign up for these types of credits in a semester when they have an assistantship (which covers up to 9 credits) and are taking less than 9 credits of informal coursework. MA students only need 4-6 credits of 899 and PhD students only need 24 credits of 999. The department prefers that you not sign up for more than the maximum thesis credits, but if you want to for logistical or other acceptable reason, it is allowed. Overall just use your thesis credits carefully taking them into special consideration when mapping out your program.

*What about having a Guidance Committee member who is a faculty member at another university?*

In this situation, the faculty member from another university can be part of our Guidance Committee as an 'extra' (fifth) member. 'Extra' members of a Guidance Committee are welcome to participate in composing and evaluating your exams, attending your proposal defense, dissertation defense and so forth at their own expense. But the University does not require that they do so. However, if this person is officially a Guidance Committee member, his/her signature is required on any document that requires the signature of your Guidance Committee. If he/she is not physically present at the dissertation defense, it is required that he/she submit a written critique of the dissertation. He/she would also have a vote regarding your performance.

*How many credits represent 'full time' for a graduate student?*

There are several definitions of "full-time". For *academic* purposes - full-time is 9 credits at the master's level and 6 credits doctoral level. BUT, if you have a 1/2 time graduate assistantship then full-time is 6 credits master's and 3 credits doctoral. For doctoral students who have completed their comps and proposal defense or doing field work - 1 credit is full-time. For *financial aid* purposes the credits can be different and depends on the type of funding you have received. You need to check with Financial Aid to determine what is considered full-time for their situation. These rules do not include the summer sessions, just Fall and Spring.

*What if I have a graduate assistantship? How many credits do I have to register for? What's the minimum? What's the maximum?*

For a half-time assistantship, you must have 6 credits if you are a master's student, or 3 credits if you are a doctoral student. Maximum enrollment is 16 credits of coursework, but additional credits of GEO 899 is allowed. There are two exceptions. In the summer semester, the minimum enrollment is 3 credits (for either master's or doctoral students). If you are receiving your degree during the semester in which you have a graduate assistantship, the minimum enrollment is one credit.

*I'm in the doctoral program and I'm writing my dissertation. I've already taken 24 credits of GEO 999. Can I quit registering for credits now?*

No. Remember that the University requires that you register for at least one credit for every Fall and Spring semester from the time that you are a doctoral candidate until you defend your dissertation in order to be considered a full time student. This is called "continuing enrollment".

The Graduate School allows you to skip enrolling for three consecutive semesters (say, Fall, Spring, Summer) to do fieldwork. However, if you skip enrolling for more than three semesters, you have to apply for re-admission. Also, don't forget that you also have to be registered for at least one credit in order to take your comprehensive exams, or defend your thesis or dissertation.

*A 'full time' student in graduate school usually takes 6-9 credits each semester. Does that change once I am a doctoral candidate and I'm not taking regular courses?*

Yes. After you pass your comprehensive exams (including the written exam and its oral defense) as well as your dissertation proposal and its defense, OR if you are doing approved off-campus dissertation related fieldwork, the University considers that you are "full time" if you register for 1 credit of 999 each Fall and Spring semester.

*Why does 'full time status' matter?*

Some students wish to be classified officially by the University as a "full time student" because of their student loans, employment status, or some other reason. Be aware that your financial institution may have other criteria for being a 'full time student.' The University also requires that graduate students register for at least one credit (usually 999) each semester between the time they become a doctoral candidate and the time that they defend the dissertation. The university allows only three consecutive semesters of non-enrollment during this time, e.g., you might be out of state or out of the country doing fieldwork at some point. If you are not enrolled for more than three consecutive semesters (Fall or Spring or Summer), you must re-apply for admission to the Graduate School.

*What does it mean to be a 'resident' for the University residency requirement?*

Residency means that you are "here on campus," using the library, interacting with faculty, and using the University facilities and so forth. The University requires one year of residency on campus after your first enrollment for doctoral credit. The University defines a year as two consecutive semesters, with 6 credits of graduate work each semester. Summer semester counts as a semester in this context. Notice that this 'year' is defined as occurring after your first enrollment for doctoral credit. Remember that the 24 required credits of GEO 999 count for doctoral credit. The University also allows some work to be done 'in absentia,' that means that you'd be a registered student but you are not physically present at the University. You must obtain the consent of your Guidance Committee to do any of your work in absentia.

*What is a CIC scholar?*

The CIC is the Committee on Institutional Cooperation, a group of Midwestern universities (the Big Ten universities plus the University of Chicago and the University of Illinois at Chicago). CIC Traveling Scholars are doctoral students (students who have been admitted to the doctoral program) who have applied and been accepted as a CIC scholar. The Traveling Scholar Program enables doctoral students at any CIC university to take advantage of educational opportunities--specialized courses, unique library collections, laboratories--at any other CIC university without change in registration or increase in tuition. See the CIC scholars website at

<http://www.cic.uiuc.edu/programs/TravelingScholars/index.shtml>

First-year students may not be CIC scholars.

*Can I count credits accumulated at another University toward my MSU graduate degree in Geography?*

Yes, but only 9 at the Master's level (unlimited at the Ph.D level) and then only if they were NOT counted toward another degree program, and with approval of your MSU Guidance Committee. The only credits that can transfer are those earned in another degree program but not used to graduate, or those earned in a non degree-seeking degree. And of course, the credits must be at the graduate (400-level MSU equivalent) level to count.

*What date do I have to drop a class and still get a 100% refund?*

You have until the fourth week of class (during Fall and Spring Semesters) to drop a class and still get a 100% refund. If you have an assistantship and go beyond the fourth week of class and then drop the class you will be billed for the class. If you add credits beyond the fourth week and still have some of your 9 credits covered under your assistantship, you will be billed for those credits. The important thing to remember is to make any changes to your program within the first four weeks of class.

*How many 'lifelong education' credits can I transfer into a degree program?*

Up to ten (10) credits can be transferred from Lifelong Education to a regular Geography degree program with approval of your Guidance Committee.

*What is VU and how can I obtain an instructorship?*

VU is the shorthand we use for Virtual University (i.e. online) courses the department offers during the summer sessions only (two 7-week intensive sessions). The course sections are run by graduate instructors and overseen by the Virtual Course Coordinator and a faculty member in the Geography Department. A call for instructors is made early in the Spring Semester and selection is made on a competitive basis.